College of Menominee Nation
KESHENA • GREEN BAY

COURSE AUDIT

Courses may be audited with Chief Academic Officer Approval. Audited courses will not:

- Carry degree credit,
- Count toward a student's GPA,
- Count toward full-time attendance for purposes such as certification for Social Security or Veterans' Administration benefits, or
- Count for purposes of student Financial Aid.

Students are charged 50% of current tuition and full course fees apply.

Students who are taking the course for credit are given priority. A student may audit a course only if space is available. The grade "AU" will be reflected on the student's grade report and transcript.

Date

Student Name   Student ID

Semester   Session

Course Number and Section   Credits

Course Title

Reason for audit request:

_____   _____
Student Signature   Date

DETERMINATION OF REQUEST: ☐ Approved   ☐ Not Approved
Comment:

_____   _____
Chief Academic Officer Signature   Date

Course Audit Procedure

1. The student will complete the admission process to ensure the student is properly admitted to CMN.

2. The student will meet with a Student Achievement Specialist (SAS) to complete course registration.

3. The course audit request form will be completed at time of registration.

4. The SAS will obtain the Chief Academic Officer signature.

5. After Chief Academic Officer Approval, the SAS will submit the form to the Registrar for processing.

6. The Registrar will date and initial submission.

7. The Registrar will issue a grade of "AU" upon receiving approved form. The instructor does not need to issue a grade for the student.

8. The Registrar will scan document and send an email to the student and instructor. This will serve as official notification.

9. The Registrar will initial and date the form to indicate the audit was processed.

10. The original will be kept in the student's academic file in File Director.